



REQUEST FOR PROPOSAL

Curriculum Development for Enhanced Language Training (ELT) Pathways to Trades Program Consulting Services

About COSTI:

Established in 1952, COSTI Immigrant Services is a community-based diverse organization providing employment, education, settlement, skills training and social services to new Canadians and individuals in need of assistance. COSTI is committed to creating a community where there is respect and equity for all. The integration of non-discriminatory and anti-racist principles and practices is fundamental to operationalizing principles of social justice and support of COSTI's Vision and Values.

With a staff of over 450 people, speaking more than 68 languages, COSTI strives to ensure that all individuals, regardless of language, cultural, or financial barriers, are given the opportunity to use their existing skills, learn new ones, and participate in all aspects of Canadian life.

Background:

COSTI Immigrant Services seeks an experienced curriculum writer to develop the curriculum modules and lesson plans for the Enhanced Language Training (ELT) Pathways to Trades program. The content of the modules will cover labour market information, industry trends, accreditation pathways, sector-specific language use, and case studies. It incorporates relevant online resources and government and professional web links. The goal is to assist participants in accessing gainful employment and job maintenance in the construction and maintenance sectors.

The ELT Pathways to Trades program is funded by Immigration, Refugees and Citizenship Canada.

1. Project Scope:

This project aims at developing the curriculum for the ELT Pathways to Trades Program (Construction and Maintenance Sectors)

The content development project will focus on creating the teaching tools for the ELT Pathways to Trades program - Construction and Maintenance occupational sectors. The project will include research (research of existing resources, gap analysis, identifying needs), curriculum development and final editing.

The project will focus on developing content for the following units:

- Roles and Responsibilities/Types of Jobs in Construction & Maintenance
- Occupational Health and Safety
- Role of a Union/Working in a Unionized Environment
- Understanding WHMIS training
- Worker Rights and Responsibilities
- Incidents at Work/Role of the Ministry of Labour/WSIB
- Workplace Communication
- Sector-specific Terminology

2. Project Deliverables:

For this project the consultant(s) will:

- Research of existing resources for this program
- Prepare a gap analysis report to identify the needs

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- Develop a curriculum containing 8 modules with lesson plans aligned with PBLA requirements
- Incorporate formative assessment tasks in each module.
- Develop agenda and overview to align with each module's learning objectives.
- Develop the sector terminology glossary
- Prepare for publication by final editing

The consultant(s) are expected to:

- Prepare content that will be compatible with in-person or online instruction.
- Ensure Module Plans and Lesson Plans should align with PBLA requirements to include objectives and outcomes for all 4 skills (listening, speaking, reading and writing) based on real-world task goals.
- Target language competencies and language focus items (grammatical, textual, functional and sociolinguistic) to the CLB levels in support of the modular and lesson objectives.
- Identify strategic competence supporting the achievement of the objectives in the Module Plans and Lesson Plans.
- Provide instructional resources that include presentation materials, Skill-Building Activities, Skill Using Tasks and Assessment tasks for levels where these materials have not been fully developed yet.
- Follow Adult Education learning theories and Teaching English as a Second Language principles.
- Break down complex concepts and ideas related to the course content into smaller and more manageable parts.
- Include multi-media materials, resources and activities in each weekly module, as well as assignments to check participants' understanding.
- Include content and activities that will appeal to different learning styles and resources relevant to various occupations in the selected sector in each weekly module.
- Provide an updated sampling of current resumes and cover letters from in construction and maintenance sectors.
- Include and provide complete references for all cited materials added.
- Follow copyright law for citations, audio and visual materials, and use of images.
- Provide weekly updates on the progress of the project via email.
- Meet with the project's designated contact as needed for progress monitoring and course adjustments.

3. Requested funds should not exceed \$24,500 (HST included)

4. How to prepare and submit a proposal in reply to this tender.

In preparing for submission, all bidders may contact the Director of Education Services, Snezana Gabric at Snezana.gabric@costi.org for clarification or questions.

Submissions should be presented in a digital file (Word, PDF, etc.) format and must include the following elements as part of their proposal:

- **COVER LETTER**
Briefly describe the proposed plan and share relevant experience and qualifications.
- **CONTACT INFORMATION**
Provide the applicant's full name, organization (if relevant); contact information, including business address, phone number, email, and website (if applicable).
- **CURRICULUM DEVELOPMENT EXPERIENCE**

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Provide brief narrative examples of the applicant's experience with other organizations seeking this type of curriculum development services. Provide reference examples or access to products that the applicant developed in similar projects.

- **SCOPE OF WORK**

Provide a concise proposal that outlines how the applicant intends to provide the services requested in this RFP. Describe the process for conducting the necessary assessment, ethical considerations, outputs, and a tentative timeline/work plan for implementation.

- **BUDGET**

Provide a proposed budget for the scope of work, including an estimated number of hours. As part of the proposed budget, list each individual who may perform services and their title, the proposed hourly rate, and the level of involvement anticipated for each component. Please identify the expected required hours to fulfill this RFP.

All costs and fees must be clearly described in each proposal. The applicant must be responsible for delivering the entire project and not outsource or contract any work to meet the requirements contained herein. Submissions which call for outsourcing or contracting work will not be considered.

Additionally, all costs included in the proposals must be all-inclusive, including applicable taxes.

- **REFERENCES and/or TESTIMONIALS**

Provide references and/or testimonials from two previous clients, preferably those who have utilized the applicant's services on curriculum development.

5. Competencies:

- Understanding of Adult Education learning theories and Teaching English as a Second Language principles.
- Familiarity with labour market and professional resources of the selected sector.
- Experience in content writing and activities development on Moodle (an asset)

6. Timeframe:

This project is to be completed by **March 31, 2023**.

7. Proposal Evaluation Criteria

COSTI will evaluate all proposals based on the following criteria, and to ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: the proposed plan must meet the scope and needs included herein and be presented in a clear and organized manner;
- Organizational and individual experience: applicants will be evaluated on their organizational and individual experience as it pertains to the scope of this project;
- Previous work: Applicants will be evaluated on examples of their work pertaining to the delivery of similar services, reports and/or plans, as well as client testimonials and references;

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- Value and cost: Applicants will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project;
- Priority consideration will be given to applicants familiar with the work of COSTI. Please indicate in your application your knowledge and familiarity with our work.

8. Application deadline

All proposals in response to this RFP are **due no later than March 17, 2023 at 11:59 PM EDT**. Any submissions received after this date and time may not be considered. All proposals must be signed by an official agent or company representative submitting the proposal.

Applicants should submit their proposal to:

Snezana Gabric, Director of Education Services, at Snezana.gabric@costi.org.

[Click here to learn more about COSTI's Programs and Services.](#)

[Read about COSTI's Board of Directors here and our Leadership Team here.](#)

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